

**URBAN WEATHERIZATION INITIATIVE BOARD**  
**MEETING MINUTES**  
**December 17, 2010**

**Meeting was called to order at 10:07am by Karin Norington-Reaves**

**Attendees:** **DCEO Staff:** Karin Norington-Reaves, Charlene Raickett, Jim Pellum, and Stephen Konya  
**Voting Board Members:** Deborah Harrington, Percy Harris, and Melissa Williams.  
**Ex Officio Members:** Representative Dave Winters.

**Apologies:** Senator Donne Trotter, Representative Ken Dunkin, Lester McKeever.

**Review/Approval of Minutes:** A motion was called to approve the November 19, 2010 meeting minutes; the motion passed.

**RFQ Review/  
Discussion:**

Ms. Norington-Reaves stated that the Weatherization Specialist RFQ was released on December 6, 2010 and that 1 information session/resource fair on the Weatherization Specialist RFQ was held on December 14, 2010. Future sessions are scheduled for January 12, 2011 9am-11am at Lincoln Land Community College in Springfield and January 13, 2011 9am-11am at the Workforce Network in Peoria; two more sessions are still finalized.

The Auditor RFA deadline is Monday, December 20, 2010. There will be 3 people reviewing the applications in this round. Once all applicants have been reviewed and scored, the Board will be provided with a summary and a discussion will be held to determine who will be awarded the grant dollars.

**Chicago Rehab Data:** Ms. Norington-Reaves provided the Board with the Chicago Rehab Data. She stated that this information will assist the Board in determining the eligibility of homeowners for the Weatherization dollars. Mr. Harris stated that with regard to the requirements for awarding Weatherization dollars, the annual median income should be greater than 60%, but should not exceed 80%. He stated that if it does, the people that need it (in East St. Louis) will be deemed ineligible and unable to apply.

Ms. Norington-Reaves informed the Board that she will have a working schedule in place for the small groups created in the September 2010 UWI Board meeting by Tuesday, December 21, 2010.

**Program Guidelines/  
Administrative Rules:**

Ms. Norington-Reaves said that she will be preparing a Draft of Administrative Rules to submit to JCAR in addition to a binder of all details regarding the Urban Weatherization Initiative for her successor. This will include, but is not limited to: UWI Statute, RFQ, RFA, Meeting Minutes, Guidelines, etc. Ms. Norington-Reaves asked the Board if she had forgotten anything to include in the binder and Mr. Pellum said that her plan sounds all encompassing and will suffice. Ms. Harrington agreed and stated that her plan sounds comprehensive.

**Funding Update:** Ms. Norington-Reaves told the Board that she asked for a budget of 10-12 million for the UWI from now until June 2011. The money is to be utilized for Energy Auditor Training, Weatherization Specialist Training, Marketing, Group Capacity Building, and Administrative and Technical Assistance. The Board will be informed of the final amount awarded through June 2011 as soon as DCEO is given a final decision.

**Annual Report:** Ms. Norington-Reaves promised that even though annual reports are not due until December 31<sup>st</sup>, she will have hers completed by Tuesday, December 21<sup>st</sup>. Once completed, she will forward a copy of the UWI annual report to all Board members. She shared with the Board her intentions of stating in the report that a great deal of progress has been made in a short amount of time including, but not limited to: marketing efforts, information sessions, and RFQ/RFA progress.

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**Next Steps/2011**

**Calendar:**

Since the next Board meeting is scheduled for January 21, 2011, the notice for Auditor awardees will be pushed back 2 days from Monday, January 24, 2011 to Wednesday, January 26, 2011. This will enable the Board to have the proper amount of time for a final review prior to sending out the notices. The dates for the next 3 UWI Board meetings are listed below. Future Board meeting dates will be based on the Board's progress through the March 2011 meeting.

**Upcoming Meetings:**

Friday, **January 21, 2011** 10am-12pm at JRTC/DCEO  
Friday, **February 18, 2011** 10am-12pm at JRTC/DCEO  
Friday, **March 18, 2011** 10am-12pm at JRTC/DCEO

**General Discussion:**

Karin Norington-Reaves is leaving DCEO to manage Cook County's P.O.E.T program under Cook County Board President Tony Preckwinkle, with her last day scheduled to be Tuesday, December 21, 2010. Until a replacement is hired, DCEO Chief of Staff Stephen Konya will be facilitating the Board Meetings.

Board member Kurt Sommers will also be working for Cook County Board President Tony Preckwinkle as her Chief of Staff. As a result, Mr. Sommers will be resigning his position on the Board and will be requesting that Ms. Norington-Reaves be appointed to fill his vacancy to maintain continuity in the program.

**Adjournment:**

Meeting adjourned at 11:11am by Karin Norington-Reaves

*Respectfully Submitted,*

*Claudine Najjar*

*Department of Commerce and Economic Opportunity*